

HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work assisting physicians and nurses in providing a variety of health services to public school students. Incumbents perform routine health related absence screening duties and maintain records of pupil health examination programs. The position differs from that of a Registered Professional Nurse (School) or School Nurse-Teacher since there is no responsibility for classroom instruction, application of professional nursing skills, or guidance of students or parents. The duties are carried out under the direct supervision of School Nurse-Teacher or Registered Professional Nurses (School). Incumbents may also assist in the administration of the compulsory education and related laws pertaining to things such as issuance of working papers, athletic physical examinations and insurance records. Supervision of others is not a function of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) May conduct sight and hearing testing for students and employees; Administers emergency first aid when necessary; Follows established school procedures for care and reporting of injuries and illnesses; Updates and maintains cumulative health files for students; Develops and updates annual confidential list of students with medical problems and special needs; Maintains attendance records, re-admits students, issues special passes and excuses and makes related telephone calls to parents; Prepares medical reports for transmission to parents; Stores and inventories health office equipment; Processes and files accident reports and insurance claims; Telephones parents regarding health problems, absenteeism, accidents or related problems; Consults with School Nurse-Teacher and/or Registered Professional Nurse (School) regarding unusual or difficult problems; Under the direct supervision of the School Nurse-Teacher and/or Registered Professional Nurse (School), may dispense medication in accordance with the physicians' prescriptions, and conduct school programs of immunization and physical examinations; May, upon occasion, transport sick children home; May discuss health records with guidance counselors, physicians, insurance carriers; Assists school authorities in verifying and acting upon health related and other attendance problems; Performs miscellaneous typing and clerical work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of routine health care techniques and their application in a school setting; Working knowledge of office terminology and procedures; Working knowledge of first aid techniques and skill in their application; Ability to make concise oral and written reports concerning health office activities and findings; Ability to keep accurate records; Ability to follow detailed oral and written instructions; Ability to establish and maintain comfortable working relationships with students and others; Ability to write legibly; Clerical aptitude; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma and Either:

- A. (1)One year of experience assisting in office work and/or patient-contact services in a health facility, clinic, physician's office, educational facility or similar setting; Or
- B. (1)Possession of a Certified Nurses Aide certificate in New York State; Or
- C. An equivalent combination of training and experience.

NOTE: Study in a nursing program approved by the State Education Department may be substituted for the above experience on a year for year basis.

NOTE: EMS/EMT Volunteer experience may be substituted for above on a year for year basis.

NOTE: CPR/AED must be completed within 6 months of appointment.

Adopted 6/3/81

Revised 1/23/97; 7/21/10